

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

Classification Title	Board/Bureau/Division
Associate Programmer Analyst (Specialist)	Medical Board of California
Working Title	Office/Unit/Section / Geographic Location
Programmer	Information Systems Branch - Programming - Sacramento
Position Number	Name and Effective Date
629-151-1579-005	

Under the general supervision of the Data Processing Manager II, the Associate Programmer Analyst (Specialist) performs a variety of tasks related to the analysis, design, development, testing, and implementation and maintenance of information technology systems and services used by Board employees, licensees, and the public. The Associate Programmer Analyst (Specialist) is familiar with information technology concepts, practices, methods and principles, particularly the phases of the Software Development Life Cycle. The incumbent must be able to analyze information and situations, identify and solve problems, reason logically and draw valid conclusions, develop effective solutions, apply creative thinking in the design of information technology solutions, establish and maintain effective working relationships with coworkers and third party partners, and communicate effectively. The incumbent also uses Microsoft SQL Server and Microsoft Access databases in reporting and analyzing data from the supported applications. Duties include, but are not limited to, the following:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

65% Application Development / Maintenance (E)

- Works independently and as part of a team to design, develop, maintain, and test complex application programs using Microsoft ASP.NET, Microsoft SQL, and other technologies to ensure successful and continuous operation of multi-user systems and databases. **(35%)**
- Meet with subject matter experts from the Board to analyze and develop business requirements for developing and maintaining applications. Develop detailed systems design documents for customer and manager approval. **(10%)**
- Create and maintain documentation of applications, including user instructions and help desk instructions for troubleshooting applications. **(10%)**
- Troubleshoot issues reported by users, determine the underlying cause, identify a solution, and if necessary, propose and implement changes to existing systems to resolve the issue. **(10%)**

20% Reporting / Data Analysis (E)

- Meet with subject matter experts from the Board to develop and analyze business requirements for reports as needed. **(5%)**
- Create complex reports from multiple systems based on business requirements gathered from the Board's various departments for use in, but not limited to, the Board's annual report and strategic plan. **(5%)**
- Perform data extracts from multiple systems for internal and external use. Merge data from multiple systems to compile statistics from otherwise disjointed systems for

use in, but not limited to, the Board's annual report and strategic plan. **(5%)**

- Maintain and support batch jobs, tasks, and scripts to automate any functions that can reduce manual work for other Board employees. **(5%)**

15% Other Functions (E)

- Prepare project status reports, memos, and presentations. Prepare and maintain project plans identifying subtasks to be completed, resources required, and include estimates of time required to complete assigned projects. **(5%)**
- Participate in team meetings and peer design/code reviews and testing to ensure the best possible solutions are identified and implemented. **(5%)**
- Participate in planning, maintenance, and testing of the Board's Business Continuity Plan (BCP), Operational Recovery Plan (ORP), and Continuity of Operations and Continuity of Government Plan (COOP/COG). **(5%)**

B. Supervision Received

The Associate Programmer works under the general supervision of the Data Processing Manager II for assignments.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent, in the course of their work, has daily direct contact with staff in the Information Systems Branch, MBC staff and all levels of MBC management. The incumbent has direct contact often with Department of Consumer Affairs, Department of Technology Services, and, indirect occasional contact with vendors, to coordinate problem solving, methods and practices.

F. Actions and Consequences

The incumbent makes decisions and program enhancements impacting the direction and functionality of the MBC applications. Poor technical decisions can result in an unstable, poor performing or unusable system that could impact MBC staff, licensees and California healthcare consumers/stakeholders.

G. Functional Requirements

The Associate Programmer Analyst (Specialist) is familiar with information technology concepts, practices, methods and principles, particularly the phases of the Software Development Life Cycle. The incumbent must be able to analyze information and situations, identify and solve problems, reason logically and draw valid conclusions, develop effective solutions, apply creative thinking in the design of information technology solutions, establish and maintain effective working relationships with coworkers and third party partners, and communicate effectively. No specific physical requirements are required: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential.

H. Other Information

Incumbent must possess good communication and use good judgment in decision making, manage time and resources effectively, be able to work efficiently and

cooperatively with others in a team setting or independently. Incumbent must be able to work under changing priorities and deadlines.

Title 11, section 703D California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revised: 7/16/2015 (TK, SE)

Approved: 7/16/2015 (JM)